

## Information Technology and Computer Skills Training

### WORD 2007 - ADVANCED

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$95.00

#### Course Content

Learners who attend this Advanced Level workshop will receive information to increase their proficiency in the following areas:

##### WORKING WITH COLUMNS

###### Creating Columns

- Creating Columns for a Document
- Creating Columns for an Existing Section
- Formatting Columns
- Adding Vertical Lines between Columns
- Using a Column Break

##### WORKING WITH OUTLINES AND LONG DOCUMENTS

###### Creating Footnotes and Endnotes

- Inserting a Footnote and Endnote
- Changing the Format of a Footnote or Endnote
- Converting a Footnote to an Endnote

###### Creating a Table of Contents

- Creating the Table Of Contents
- Updating the Table Of Contents

###### Organizing a Document in Outline View

- Creating a Document in Outline View
- Viewing a Document's Organization using the Outline View
- Reorganizing a Document using the Outline View

##### WORKING WITH ONLINE FORMS

###### Creating Online Forms

- Setting-up Word to Create a Form
- Creating the Main Document
- Designing the Form Layout

###### Inserting Content Controls

- Inserting a Text and Date Content Control
- Inserting a Drop-Down List Content Control
- Inserting a Number Form Field
- Inserting a Check Box Form Field
- How To Specify The Check Box Option
- Assigning Help Text for a Form Field

###### Preparing the Form for Distribution

- Protecting a Form
- Filling-In a Form in Word
- Saving Data from a Form
- Printing Data from a Form

##### SHARING INFORMATION WITH OTHER PROGRAMS

###### Using Word with Excel, PowerPoint and Access

- Including an Excel Worksheet in a Word Document
- Using an Excel List as a Mail Merge Data Source
- Using a Word Outline to Create a PowerPoint Presentation
- Inserting Access Data into an Existing Document

###### Using Word with Outlook

- Sending a Document as the Body of an E-mail Message
- Sending Documents as Attachments

###### Working with Object Linking and Embedding (OLE)

- Creating Embedded Objects
- Creating a Linked Object using Paste Link
- Editing a Linked Object
- Editing an Embedded Object in the Source Program

##### SHARING INFORMATION WITH OTHER PEOPLE

###### Using Markup

- How to Track Changes
- Insert, Modify or Deleting Comments
- Responding to a Comment
- How to Accept or Reject Changes
- Printing Documents with Tracked Changes/Comments
- Comparing and Merging Documents

###### Protecting Documents from Unauthorized Changes

- Setting a Password to Open/Modify a Document
- Restricting Unauthorized Editing
- Allowing Editing in a Protected Document
- Removing Document Protection
- Marking a Document as Final

